|  |
| --- |
| **STRICTLY CONFIDENTIAL****REFERENCE FORM –BANGOR UNIVERSITY**Please note that the candidate may request sight of any reference provided as part of a subject access request   |
|  |
| Name:  |  |  |  |  |
| Position Applied for : |  |
|  |
| ***Please provide details of the above named’s employment with your organization or provide details as to how you know the above named:*** |
| Name of your organisation |  |
| Position / Job Title: |  |
| Relationship with above named: |  |
| Dates | From |  | To |  |
|  |
| ***How would you rate this person for the following? (please tick)*** |
|  | Excellent | Good | Satisfactory | Poor |
| *Timekeeping* |  |  |  |  |
| *Attendance* |  |  |  |  |
| *Work performance* |  |  |  |  |
| *Ability to work with others* |  |  |  |  |
| *Accuracy & speed of work* |  |  |  |  |
| *Flexibility & adaptability* |  |  |  |  |
| *Attitude when undertaking routine tasks* |  |  |  |  |
| *Willingness to accept authority & regulations* |  |  |  |  |
|  |
| Was the individual subject to any disciplinary proceedings whilst working for your organisation? | **YES / NO** |
| *If YES, please give details:*  |  |  |
| Are there any other comments you would like to make about this person? |
|  |
| What reason was given for leaving? |  |
| If appropriate, would you re-employ this person? | **YES / NO** |
|  |
| ***I can confirm that I am authorised to give details on behalf of the company:*** |
| Name:  |  |
| Tel No:  |  |
| Signature: |  | Date: |  |